

22 JAN 1981

OFFICE OF FINANCE NOTICE NO. 1-81

SUBJECT: Government Transportation Requests (GTR's)

1. Recent contracts (city pair) between the United States and various airlines as well as independent actions taken by other airlines have resulted in the availability of significant discounts for official government travelers. Obtaining such discounts however is largely contingent upon the usage of Government Transportation Requests (GTR's). In view of tight budget's and specific limitations on the availability of travel funds, Agency management including the Central Cover Staff and the Office of Security, have concurred in the utilization of GTR's by overt Agency employees for the acquisition of airline tickets for official travel.

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2. Attached are detailed instructions on the procedures to be followed in acquiring, utilizing and accounting for GTR's for use by personnel assigned to Headquarters components. Special instructions will be prepared for components with

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Edward L. Sherman)

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ADMINISTRATIVE MANUAL VOL. 1

GOVERNMENT TRANSPORTATION REQUEST (GTR)

ADMINISTRATION AND CONTROL PROCEDURES

TO BE USED FOR OVERT AGENCY EMPLOYEES

PERFORMING DOMESTIC TRAVEL ONLY

A&CD CONTROLS & PROCEDURES:

ACQUISITION:

1. The Chief, Audit and Certification Division (C/A&CD), Office of Finance is the primary accountable officer and custodian for all GTR's (SF1169 and SF1169A) procured from General Services Administration (GSA). In this capacity, C/A&CD will submit requisitions through the Office of Logistics as resupply is indicated. The requisition (Form 88) will designate C/A&CD, 604 Key Building as the consignee.

2. The Office of Logistics (OL) will place the order with GSA and upon receiving the GTR's will deliver them to C/A&CD by courier. An overt employee of A&CD designated in writing by C/A&CD to be the GTR control officer will sign the document accompanying the GTR's acknowledging the Agency's receipt of the accountability for the GTR's. The courier will return the receipt to OL who in turn will forward it to GSA.

CUSTODY:

The designated A&CD GTR control officer will record the numbers of all GTR's received to an issue card record. The GTR's and issue card records will be stored in a locked cashbox and secured in a safe. Only the GTR control officer will have access to the cashbox. A sealed envelope containing a duplicate key to the cashbox will be given to the C/A&CD for emergency use only. The GTR control officer will then inform Central Travel Branch (CTB) in writing of the GTR numbers that the Agency is accountable for and that any carrier billings received citing these numbers and having a corresponding SF1169 attached may be promptly paid.

ISSUES:

1. The A&CD GTR control officer may issue GTR's in blocks, books or individually to a properly designated GTR custodian presenting documentation designating them to assume accountability for the GTR's issued to a component or as an individual.

2. A component will designate their decentralized Certifying Officer or other responsible officer (if the component does not have a Certifying Officer) to assume the responsibility of GTR

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custodian for the component if they wish to make use of GTR's. The component's GTR custodian will be subject to the preparation, accounting, and reporting procedures set forth below. The GTR A&CD control officer will be responsible for maintaining a roster of authorized component GTR custodians.

3. An individual may obtain a GTR from the A&CD GTR control officer by presenting a properly authorized travel order. The GTR will be prepared by the A&CD GTR control officer using the procedures set forth below.

B&F OFFICE CONTROL & ACCOUNTING PROCEDURES:

NOTE: TRAVELER RESPONSIBILITY - The traveler is responsible for making his own carrier reservations, informing the carrier that payment will be by GTR, and obtaining the "government" cost of the ticket prior to requesting issue of the GTR by the GTR custodian. Any segment of indirect travel, or increased cost above the direct-route "government" rate occasioned by indirect travel, will be at the traveler's expense and must be paid to the carrier at the time the tickets are obtained. Under NO circumstances will the authorized routing contained on the GTR include any segment of indirect or personal travel.

1. Each B&F office authorized to utilize GTR's will appoint a GTR custodian and an alternate GTR custodian if appropriate, who will be responsible for the safeguarding and issuance of GTR's.

2. GTR custodians will obtain blank GTR's from the A&CD GTR control officer. Each issue will be supported by a written memorandum request signed by the component travel authorizing officer. Components in the Rosslyn area may pick-up issues at A&CD, 604 Key Building. Components at other locations may forward the requesting memorandum to A&CD who will arrange for delivery to Headquarters via the secure Monetary courier. GTR custodians will be notified by Headquarters Monetary of arrival and will be required to receipt for the issue at time of pick-up. An initial request may be made for an estimated 45 day supply, subsequent requests at 30 day intervals will replenish the supply. A&CD GTR control officer will conduct quarterly review of outstanding issues to determine if excessive supply is being retained by components.

3. Blank GTR's must be secured within the B&F office, within a locked cashbox in a safe, access to be limited to the GTR custodian or his alternate.

4. The GTR custodian will maintain a control list by consecutive GTR number.

5. Upon presentation of an approved travel order (Form 540b), which has been properly obligated, the GTR custodian will issue a GTR to the traveler by entering on the GTR control list

the traveler's name against the GTR being issued. The custodian will then prepare Form 606 using an 059 entry (DR ADV/CR 3142) citing ORN, GTR number and cost of ticket provided by carrier. The traveler will then sign on the 606 Form acknowledging receipt of the GTR.

6. The GTR custodian will enter on the GTR the proper billing address (Central Intelligence Agency, Washington, D.C. 20505), the fiscal data (using ORN number), the traveler's name, and the authorized routing as reflected by the travel order. The traveler will then sign the GTR as the issuing officer.

7. GTR custodians will be held accountable for blank GTR's until issued. The list of issued GTR's (or a copy) will be returned to A&CD GTR control officer to relieve the GTR custodian of responsibility. Lists of issued GTR's will be supported by a signed certification of the GTR custodian as follows: "I certify that the attached list of GTR's were issued to the traveler indicated for official purposes and that the appropriate entries to the Agency accounting system have been made."

CTB BILLING & ACCOUNTING PROCEDURES:

1. Upon receipt of carrier billing, CTB will confirm that the GTR number billed is within series in use by CIA.

2. CTB will then initiate payment to carrier utilizing 035 entry (DR 3142/CR CASH).

CTB OR B&F ACCOUNTING PROCEDURES:

1. Process traveler accounting using 011 entry (DR EXP/CR ADV). Verify that amount on submitted ticket equals the amount in the traveler's advance account. If not equal, adjust to cost shown on ticket by 300 or 059 entry as appropriate.

2. Unused tickets will be submitted by the traveler with the accounting voucher. A notation should be made on the voucher of the submission. The processing office will allow full credit to the traveler's advance account for the amount shown on the ticket. The expense entry (011) will reflect the total cost as shown on the submitted ticket, concurrently the estimated unused portion will be recorded by an 061 entry (DR 3142/CR EXP).

3. The unused ticket and a copy of the processed voucher will be forwarded to CTB to initiate carrier refund using established procedures.